

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES**

Correctional Services Aides

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: Cheshire, CT (Education Unit)

Hours: 1st Shift Monday – Friday, 18 hours per week (Part time, federally funded)

Salary: \$19.63 hourly

Closing Date: March 26, 2014

Minimum Qualifications:

Knowledge of psychology; basic knowledge of principles and techniques of interviewing; basic knowledge of social and welfare agencies; considerable oral communication skills; interpersonal skills.

General Experience:

Candidates must have one years work experience in an alcohol, drug, rehabilitation family employment counseling program.

Preferred Experience:

Ability to gather information, compile data and administer testing. Superior organizational skills. Superior verbal and written communication skills. Basic computer skills.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf Please submit your information to:

Diane Lester, Human Resources Specialist
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
diane.lester@ct.gov
Fax: (860) 692-6866

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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